



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 15-05

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Unit

Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: October 22, 2004

RE: 2004 Reauthorization Act – Change in Verification of Income Eligibility

Based on the Reauthorization Act of 2004 for Child Nutrition Programs, **the guidelines for acceptable verification income documentation have changed.**

What Has Changed?

Households that are selected for verification can now submit income documentation from **any point in time between** the following:

- One month before the application was certified **through**
- The time that the household is required to turn in their income documentation

For Example:

A family whose income application is certified in August and who was sent Notification of Verification that required income documentation to be sent no later than November 30th, may turn in a check stub from any month between July and November.

Prior to the 2004 Reauthorization Act, the USDA's Eligibility Guidance For School Meals Manual" specified that income documentation from households selected for verification had to be from the most recent month available. That guidance is no longer correct.

Verification Schedule

In October Local Education Agencies (LEA) should begin preparing documentation and income applications for verification. Important verification dates for LEAs to remember are:

- December 15th – completed majority of online verification report.
- February 15th – collect information on students terminated as a result of verification, but who were reinstated as of February 15th.
- February 20th – Complete Verification Report with reinstatement data.
- March 1st – Complete Verification Report online.

The 2004/2005 Verification Report will be completed on ADE's Common Logon. For the completed Verification Schedule please refer to Appendix F in your Free and Reduced-Price Policy Handbook.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist.

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